

**Leon County Board of County Commissioners**  
*Department of Management Services*

**Request for Property Proposals (RFPP)**



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EXHIBITS—(PROPOSER WILL SUBMIT THE FOLLOWING WITH SECTION 4—REQUEST FOR PROPERTY PROPOSALS (RFPP) PROPOSED PROPERTY DESCRIPTION SUBMITTAL FORM):	
1. Section 4—Proposed Property Description Submittal Form	
2. A Copy of the Property Appraiser's Data Sheet (< <a href="http://dta.co.leon.fl.us/prop/search.cfm">http://dta.co.leon.fl.us/prop/search.cfm</a> > submitted as <b>Exhibit #2</b> ) reflecting the Proposed Property's Ownership, Legal Description, Street Address and General Description must be submitted with the Proposal. If the Property Appraiser's Data Sheet does <u>not</u> accurately reflect the ownership of the Proposed Property, the Proposer must also submit a valid copy of the Deed(s), Option to Purchase, or other such documentation that provides proof of the Proposer's legal right to convey marketable title to the Proposed Property at or before Closing.	
3. Completed and Notarized Owner's Certification Form	
4. Maps of Acceptable Geographic Boundaries (indicate Proposed Property's location on the	

- map(s))
5. Site Drawing of Proposed Property
  6. Photographs of Proposed Property
  7. Description of "All known occurrences of water remaining on the property and not properly running off"
  8. Copy(s) of all System Warranties in Effect
  9. Completed *Energy Consumption Data Form*
  10. Floor Plan of Proposed Property's Building
  11. Completed *Proposed Property Description Worksheet*
  12. Completed *Proposed Property Exchange Value Form*
  13. Completed *Communications Network Information Form*
  14. Completed and Notarized *Sworn Statement under Section 287.133(3)(A), Florida Statutes, on Public Entity Crimes*

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\*See Section 3.21 *Proposal Submission Check List*

Leon County seeks proposals from owners and authorized representatives of existing facilities within acceptable geographic boundaries, for consideration as a potential relocation site for the County's Growth and Environmental Management (GEM) divisions, Environmental Health, Housing, and Neighborhood Justice. Real estate transactions, including this Request for Property Proposals (RFPP), are exempt from Leon County's Purchasing Policy.

Leon County is seeking property "as-is" for this proposal. The Board may negotiate with the successful Proposer for future space programming and/or modifications for County occupancy. However, future space programming and renovations are not part of this proposal.

The purchase of any of the proposed properties will be in the form of a Land-for-Land Exchange (Tharpe St. property exchanged for the Proposed Property). If the values of the properties are unequal, the value will be equalized by making a cash payment. The value of the Tharpe St. property will be determined as the average appraised value as identified by two independent real estate appraisals obtained by the County, at the County's expense. At this time, the County estimates the Tharpe St. property to be valued at approximately \$1.1 million based upon one appraisal, which did not consider FDOT's right-of-way acquisition. A second appraisal will be obtained by the County, and the initial appraisal will be updated prior to a property exchange being finalized. Known conditions at the Tharpe St. property that may impact its value follow.

- The County utilizes the adjoining Leon County School Board property for traffic flow out of its parking lot. Easement for use of the School Board property has not been identified.
- The Florida Department of Transportation (FDOT) is making road improvements to the intersection of Capital Circle N.W. and Tharpe Street, which will require FDOT's acquisition of a portion of the Tharpe Street property. Staff has received a right-of-way map from FDOT that shows the acquisition of approximately seven parking spaces in the front of the building. If FDOT takes right-of-way prior to closing, this will be considered in the final value analysis of the Tharpe St. property. If it occurs after closing, then FDOT would finalize the right-of-way taking, if needed, with the new Owner.
- The successful Proposer must agree that, if Leon County needs temporary easement to complete road improvements to the Tharpe Street Corridor, which are currently under design, then the new Owner would allow this temporary use at no cost to the County.
- The successful Proposer must agree that, if any renovations and/or improvements need to be made to the proposed site, Leon County GEM may remain at the Tharpe Street location for up to thirty calendar days after the Proposed Property is ready for occupancy by County offices. During this period of time, the successful Proposer must agree to the County offices' use of the Tharpe Street property at no cost to the County, with the County being responsible to pay its regular operating expenses such as utilities, custodial and grounds maintenance.
- Lobbying of Evaluation Committee members, Leon County employees, and elected officials regarding the RFPP or a specific proposal by any member of a Proposer's staff, or those people employed by or members of any legal entity affiliated with an organization that is responding to this RFPP is strictly prohibited. Negative campaigning through the mass media is strictly prohibited. Such actions may cause your proposal to be rejected.
- The County must convey title by County deed.

The following schedule of events will be strictly adhered to in all actions relevant to this RFPP, unless modified by the County by addendum to this RFPP (all times are Eastern times):

RFPP Noticed: Sunday, May 25, 2003

RFPP Issued: Tuesday, May 27, 2003

Preproposal Conference: (Attendance is mandatory)

Location: Leon County Purchasing Division  
2284 Miccosukee Road  
Tallahassee, Florida 32308

Date: Wednesday, June 18, 2003  
Time: 10:00 am, EST

Deadline for Proposers' written questions to be submitted to the Purchasing Director:

Date: Wednesday, June 25, 2003  
Time: 5:00 pm, EST

Name: Keith Roberts, Purchasing Director

Address: 2284 Miccosukee Road  
Tallahassee, Florida 32308

Telephone: (850) 488-6949  
Fax: (850) 922-4084

Answers will be issued in Addendum to RFPP, which will be posted on the County's Website at  
<<http://www.co.leon.fl.us/Purchasing/index.asp>>.

Proposal Due Date:

Date: Wednesday, July 9, 2003  
Time: 2:00 pm, EST

**3.01 Definition of Terms**

Throughout this RFPP, the singular may be read as plural and the plural as singular. Gender is intended to be neutral.

1. Access for Inspection: All Proposers shall, upon submittal of their Proposal, agree to allow reasonable access by the County's staff and contractors, to the Proposed Property during the County's regular business hours, to adequately assess the features of the Proposed Property.
2. Acceptable Geographic Boundaries: The precise geographic area defined by lines, streets, or roads denoting the area of the Proposed Property location. For the purpose of this document, "Acceptable Geographic Boundary" denotes only the following geographic areas where the proposed site/facility must be located: Southern Strategy Area, Frenchtown/Front Porch, or Enterprise Zone (**Attachment #2**).
3. Appraised Value: The County will retain two independent state-certified appraisers to each prepare an appraisal report with an estimate of the fair market value of the Tharpe Street property. The average of these two appraised values will be the "Appraised Value of the Tharpe Street property."
4. Authorized Representative: Individual or entity who shall, at the time of submittal of Proposal, provide proof of the authority to act on behalf of the Owner(s) with regard to the negotiation and sale of the Proposed Property. The Authorized Representative shall be licensed in accordance with Chapter 475, Part 1, Florida Statutes, unless exempted pursuant to §475.011 therein.
5. Building: Office building(s) that are included in the Proposed Property.
6. Certificate of Occupancy: The certificate issued by the appropriate official from the jurisdiction or jurisdictions where the offered property of facility is located, which signifies that the building or structure has met all construction requirements of such jurisdiction, and that the structure or facility may be occupied by persons.
7. Conditioned Space: The total square footage of all the space enclosed within the building's exterior walls that is centrally provided with water and heated and cooled air to maintain conditions for an acceptable indoor environment, including temperature, humidity and airflow.
8. County: The Leon County Board of County Commissioners and its departments, boards and commissions, officers and employees, which is issuing this RFPP, or its successor in interest. The complete name of the County division that issued this RFPP is provided on the first page of this document. As used in this document, the word "County" refers to the full formal name of the issuer of this RFPP.
9. Day: One calendar day.
10. Difference in the Value of the Properties: The difference between the full price of the Proposed Property and the appraised value of the Tharpe Street property.
11. Exchange Value Calculated as Follows:  $A - B = C$ , where:  
A = Full Price of the Proposed Property.  
B = Appraised Value of the Tharpe St. property.  
C = Final Exchange Value (the difference in value of the properties).  
If the values of the Tharpe Street property and the full price of the Proposed Property differ, the Final Exchange Value will be paid by cash.
12. Exclusive Parking Spaces: Parking designated and identified by the Proposer must be part of the sale and must be for the sole and exclusive use of the County 24 hours per day, 7 days per week, without interference from or concurrent use by others.
13. Existing Building/Facility: To be considered existing, the proposed space shall be those that are currently completely constructed or permitted and under construction, with construction scheduled for completion within approximately six months.
14. Full Price: Price Owner/Authorized Representative is seeking for the Proposed Property.
15. Gross Square Feet (GSF): The outside perimeter area of the building (footprint).
16. HVAC: An abbreviation for heating, ventilating and air conditioning. Its use refers to the entire air-handling mechanical system in a building.
17. Net Assignable Square Feet (NASF): The amount of conditioned space of which can be divided up into rooms, excluding non-assignable square feet.
18. Net Square Feet (NSF): The remaining gross square feet available after eliminating wall space.
19. Non-Assignable Square Feet: Non-conditioned space, mechanical areas, conditioned circulation (includes restrooms) and custodial space.
20. Owner: Individual or entity who shall, at the time of submittal of Proposal, provide proof of the legal right to convey marketable title to the Proposed Property at or before closing.
21. Property Exchange Provisions: All proposals submitted must agree to property exchange provisions that include: 1) a credit for the value of the Tharpe Street property toward the purchase of their proposed facility based on the average of two appraised values obtained by the County; 2) the balance of the purchase

price would then be publicly advertised (as required by law); 3) a public hearing would be held in accordance with Board Policy for the acquisition of real property; and 4) how Exchange Value will be determined (refer to Section 3.02, #10)

22. **Proposal:** A response to this RFPP, which shall incorporate the requirements of this RFPP. All materials submitted by a prospective Proposer in response to this RFPP become the property of Leon County and are subject to the Public Records Law (Chapter 119, F.S.).
23. **Proposer:** Any Owner or Authorized Representative who submits a proposal to the County in response to this RFPP.
24. **Proposed Property:** The property being offered for sale to the County under this RFPP, and must include the building, land, parking, areas of ingress and egress, and access easements.
25. **Public Entity Crime:** As defined in paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any proposal or contract for goods or services, any Proposal for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation. The *Sworn Statement under Section 287.133(3)(A), Florida Statutes, on Public Entity Crimes* is included as **Attachment #8**.
26. **Ready for Occupancy:** Renovations have been made to the Proposed Property, as required by the County, and a *Certificate of Occupancy* has been received (refer to Section 1: Intent).
27. **Request for Property Proposals (RFPP):** The RFPP consists of the package of documents by which the County seeks to identify potential properties for consideration of purchase to meet its needs. This consists of a group of documents provided to each interested party, including:
  - Cover sheet entitled RFPP Form.
  - Intent (Section 1)
  - Timetable (Section 2).
  - Instructions and Information (Section 3).
  - RFPP Proposed Property Description Submittal Form (Section 4), that is submitted by all Proposers as **Exhibit #1**.
  - Attachments to the RFPP package.
  - Any written amendments to this RFPP, including written responses submitted by the County to questions received at or before the preproposal conference.
28. **UPS:** Uninterruptible power supply.

### **3.02 Preparation and Submission of Proposals**

For a Proposal to Be Responsive:

1. The proposal must have been submitted by the Owner(s) of the Proposed Property or such Owner(s) Authorized Representative(s).
2. A Copy of the Property Appraiser's Data Sheet (<<http://dta.co.leon.fl.us/prop/search.cfm>> submitted as **Exhibit #2**) reflecting the Proposed Property's Ownership, Legal Description, Street Address and General Description must be submitted with the Proposal. If the Property Appraiser's Data Sheet does not accurately reflect the ownership of the Proposed Property, the Proposer must also submit a valid copy of the Deed(s), Option to Purchase, or other such documentation that provides proof of the Proposer's legal right to convey marketable title to the Proposed Property at or before Closing.
3. A completed *Owner's Certification* must be submitted with the proposal **Attachment #1** submitted as **Exhibit #3**.
4. The Proposed Property must include, the building, land, parking, areas of ingress and egress, and access easements.
5. The location of the proposed site must be within the following acceptable geographic boundaries: Southern Strategy Area, Frenchtown/Front Porch, or Enterprise Zone (**Attachment #2**). The Proposer must document the proposed site on **Attachment #2** and submit it with the proposal as **Exhibit #4**.
6. The RFPP Proposed Property Description Submittal Form (Section 4) must be completed in every material way, and submitted with the proposal.
7. By responding to this RFPP, the Proposer agrees with the property exchange provisions (see definition of "Property Exchange Provisions" in Section 3.01).
8. By responding to this RFPP, the Proposer agrees that its proposal shall remain valid for a minimum of 120 calendar days following proposal opening date, and at any time during this 120-day period the County may enter into a Letter of Intent or other such agreement as is necessary for the County to accept an offer.
9. The successful Proposer must agree that, if any renovations and/or improvements need to be made to

the proposed site, Leon County GEM may remain at the Tharpe Street location for up to thirty calendar days after the Proposed Property is ready for occupancy by County offices. During this period of time, the successful Proposer must agree to the County offices' use of the Tharpe Street property at no cost to the County, with the County being responsible to pay its regular operating expenses such as utilities, custodial and grounds maintenance.

10. Proposed Property must be currently zoned for planned use as an office building.
11. Proposed Property improvements (parking spaces and office building) must not be located in a flood plain up to and through the 1% occurrence level, commonly referred to as the *100-Year Flood Plain*.
12. Building must be an existing building/facility.
13. Building must have central heat and air conditioning.
14. Building must be serviced by City of Tallahassee or Talquin water.
15. Property must be serviced by City of Tallahassee or Talquin sewer.
16. If the County agrees to purchase the Proposed Property, building must be free of friable asbestos-containing material (abatement will not be paid by the County; must be provided at Owner's cost) **By responding to this RFPP, the Proposer agrees with this requirement.**
17. If the County agrees to purchase the Proposed Property, building must be free of lead-based paint (abatement will not be paid by the County; must be provided at Owner's cost). **By responding to this RFPP, the Proposer agrees with this requirement.**
18. If the County agrees to purchase the Proposed Property, building must be free of mold (abatement will not be paid by the County; must be provided at Owner's cost). **By responding to this RFPP, the Proposer agrees with this requirement.**
19. A scaled site layout showing the present location of building(s); configuration and number of parking spaces; access and egress routes; and any proposed changes that the Proposer will make before the County purchases the property must be submitted with the proposal as **Exhibit #5.**
20. Clear (8" x 10") photographs (color preferred), showing exterior front, sides and rear of the proposed facility must be submitted with the proposal as **Exhibit #6.**
21. A floor plan of the existing property's building must be submitted with the proposal as **Exhibit 7.**
22. By responding to this RFPP, the Proposer agrees to provide access to the County's staff and/or contractors to this property during the County's regular business hours for inspection.
23. Hazardous Material:
  - a. Provide with the proposal a Phase I Audit Report, if available.
  - b. Provide with the proposal a Phase II Audit Report, if available.
  - c. Provide with the proposal a detailed description of any known hazardous materials (e.g. asbestos, lead-based paint, mold, radon, etc.), the location of the material(s) and any available abatement reports.
24. If the Proposed Property, or any portion thereof (including parking areas) is presently occupied or will be covered by an active lease(s) on the date of occupancy or thereafter, the Proposer will:
  - a. Submit to the County all records of such tenants, including lease agreements for space and parking, with the proposal.
  - b. Provide statement of property management and intent during RFPP decision period.
25. Complete the Sworn Statement under Section 287.133(3)(A), Florida Statutes, on Public Entity Crimes (**Attachment #8**) and submit with your proposal as **Exhibit #14.**

### 3.03 RFPP Document Package

The RFPP is composed of the items and attachments listed below. It is the Proposer's responsibility to be familiar with all aspects of the RFPP, including attachments. If upon examination, it is found that any part or parts of the package are missing, contact the Issuing Officer listed on the cover sheet of this RFPP package. See also the section below entitled Familiarity With Laws.

- Cover page containing a copy of the RFPP Legal Advertisement
- Section 1 - Intent
- Section 2 - Timetable
- Section 3 - Instructions and Information on Submitting RFPP
- Section 4 - RFPP Proposed Property Description Submittal Form
- Florida Building Code on Standards for Special Facilities for the Physically Disabled is available online at [http://www.sbcci.org/Florida\\_Building\\_Code/changed/ch-11/Sec%2011-4.pdf](http://www.sbcci.org/Florida_Building_Code/changed/ch-11/Sec%2011-4.pdf).
- Road classifications can be obtained by calling the City of Tallahassee Engineering Department at (850) 891-8234.
- Property Appraiser's Data Sheet is available at: <http://www.co.leon.fl.us/propappr/search.cfm>.



**Attachments:**

1. *Owner's Certification Form*
2. *Maps of Acceptable Geographic Boundaries*
3. *Energy Consumption Data Form*
4. *Property Description Worksheet*
5. *Proposed Property Exchange Value Form*
6. *Communications Network Information Form*
7. *Property Appraiser's Data Sheet for the Tharpe Street Property*
8. *Sworn Statement under Section 287.133(3)(A), Florida Statutes, on Public Entity Crimes*

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**3.04 Familiarity with Laws**

The Proposer is required to be familiar with all federal, state and local laws, ordinances, rules and regulations that in any way affect this project. Lack of knowledge by the Proposer will in no way allow relief from responsibility. All costs associated with compliance shall be borne by the Proposer. The County will exercise due care in response to questions concerning matters of law, but if in error, will not be estopped from asserting the correct principles of law.

**3.05 Venue**

The validity, interpretation and performance of all property transactions shall be controlled by and construed under the laws of Leon County and the State of Florida. Any and all litigation arising under the property transactions shall be instituted in the appropriate court in Leon County.

**3.06 Waiver**

The failure of any party to the agreement resulting from this RFPP to object to or take affirmative action with respect to any conduct or the other, which is in violation of the terms of the agreement, shall not be construed as a waiver of the violation or breach, or of any future violation or breach.

**3.07 Public Access to Records**

All documents, papers, letters or other materials relating to the RFPP proposals received by the County, and resulting land transactions are subject to the Public Records Law, Chapter 119, Florida Statutes.

**3.08 Public Entity Crime Statement**

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids/proposals on lease of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Proposer must complete the *Sworn Statement under Section 287.133(3)(A), Florida Statutes, on Public Entity Crimes (Attachment #8)* and submit it as **Exhibit #14** with the proposal.

**3.09 Preproposal Conference**

1. Proposer's attendance at the preproposal conference scheduled in the RFPP and/or associated advertisement is mandatory.
2. The purpose of the preproposal conference is to provide Proposers an opportunity to ask questions. Remarks and explanations at the conference shall not be binding and shall not change the provisions of the RFPP. The County will orally respond, to the best of its ability and knowledge, to questions raised at the conference. However, the County will not be bound to its preliminary answers given at the conference. Changes or amendments to the RFPP will be accomplished only in writing and will be issued on Leon County's website at the following address: <http://www.co.leon.fl.us/Purchasing/index.asp>.
3. Any person requiring special accommodation because of a disability at any public meetings relating to this

RFPP should contact Leon County's ADA Coordinator, Clarence Moore, at (850) 487-2220 for a "Citizen Request for Reasonable Accommodation" form (also available on the County's website at [www.co.leon.fl.us](http://www.co.leon.fl.us)), at least 48 hours prior to the scheduled meeting.

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4. Site visits (optional, but scheduled)—if you are going to request a site visit to the Tharpe Street property, Facilities Management at (850) 488-1948 has pre-arranged two scheduled times for site visits to be performed as follows:
  - a. Thursday, June 19, 2003, from 10 am to 12 pm; or
  - b. Friday, June 20, 2003, from 10 am to 12 pm.**These are the only two times that site visits may be performed.**

### **3.10 Mandatory Requirements**

1. The County has established certain mandatory requirements that must be included as part of any proposal. The use of the terms "shall," "must," or "will," (except to indicate simple futurity) in this RFPP indicate a mandatory requirement or condition.
2. The words "should" or "may" in this RFPP indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature will not by itself cause rejection of a proposal.

### **3.11 Interpretation of RFPP Documents**

Questions concerning an interpretation of meaning, ambiguity, conditions and specifications of the RFPP, and/or requests for changes to conditions and specifications, must be in writing, addressed to the Purchasing Director. The envelope should be identifiable as questions regarding the RFPP. The deadline for the County's receipt of questions is provided in the Timetable (Section 2). Answers will be issued in Addendum to RFPP, which will be posted on the County's Website at <http://www.co.leon.fl.us/Purchasing/index.asp>.

### **3.12 Preparation and Submission of Proposals**

1. Proposers shall deliver the original and five (5) copies of their proposal no later than the date and time specified in the Timetable in Section 2. **The ORIGINAL of your reply must be clearly marked "Original" on its face and must contain an original, manual signature of the Owner or Authorized Representative of the responding firm or individual, all other copies may be photocopies.**
2. All RFPP Submittal Form sheets and required documents must be properly executed and be submitted in a sealed and titled envelope or wrapper. The face of the envelope shall be addressed to the Purchasing Director as follows:

**To: Mr. Keith Roberts, Purchasing Director  
Leon County Purchasing Division  
2284 Miccosukee Road  
Tallahassee, Florida 32308**

**Proposal Opening Date: July 9, 2003**

**Time: 2:00 pm, EST**

**Proposal #: \_\_\_\_\_**

3. **It is the Proposer's responsibility to ensure that its proposal is delivered at the proper time and place of the proposal opening as stated in the advertisement. Proposals arriving late will not be considered.**

### **3.13 Cost of Developing and Submitting Proposal: Ownership**

By submitting a proposal, the Proposer agrees: the County is not liable for any of the costs incurred by the Proposer in preparing and submitting a proposal; and its proposal will become the property of the County upon receipt and will not be returned to the Proposers once opened. The County shall have the right to use

any and all ideas or adaptations of ideas contained in its proposal received in response to this RFPP without the payment of any fee or royalty for that use. Selection or rejection of the proposal will not affect this right.

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### **3.14 Withdrawal of Proposals**

1. A proposal may be withdrawn in person by a Proposer or Authorized Representative who presents proper identification and signs a receipt for the proposal, but only if the withdrawal is made prior to the exact deadline set for receipt of proposals.
2. **Errors and omissions on the part of the Proposer in preparation of the proposal confers no right to withdrawal of the proposal after it has been opened.**

### **3.15 Opening of Proposals**

1. Proposals will be opened publicly at the Leon County Purchasing Division Office located at 2284 Miccosukee Road, Tallahassee, FL, 32308. The Purchasing Director or designee, whose duty it is to open them, will decide when the specified time has arrived. No proposal received thereafter will be considered and may be returned unopened. No responsibility will be attached to any officer for the premature opening of a proposal not properly sealed, addressed or identified.
2. At the time fixed for the opening of proposals, only the Proposer and location of Proposed Property in each proposal will be made public for those who may be present.

### **3.16 Evaluation of Proposals**

1. All proposals submitted to the County are subject to the County's terms and conditions contained in the RFPP. Any and all additional terms and conditions submitted by proposers are rejected and shall have no force or effect in the evaluation of proposals.
2. The County reserves the right to determine, in its sole discretion, the proposal that is in the County's best interest. Proposals should be submitted with the most favorable terms the Proposer can offer.
3. Responsive proposals will be evaluated against how well they meet the criteria set out in this RFPP. This may include a visit by County staff and contractors to each proposed facility to ensure thoroughness and accuracy of responses. The results of responsive proposal evaluations will be presented to the Board for determination of which, if any, proposal will be selected for further due diligence inspection/review and/or negotiation, including direction regarding further programming and/or modifications. The Board will also receive information on those RFPP proposals deemed non-responsive.
4. The County reserves, in its sole discretion, the right to verify information submitted in each Proposal.
5. The County reserves, in its sole discretion, the right to waive any minor irregularities or technicality not limited to the correction of simple mistakes or typographical errors and to seek clarification of proposals received, when such is in the best interest of the County.

### **3.17 Non-Responsive Proposers**

Proposals that do not meet all mandatory requirements of this RFPP or which fail to provide all required information, documents or materials will be rejected as non-responsive. The County reserves the right to determine which proposals meet the mandatory requirements of the RFPP.

### **3.18 Additional Information**

The County reserves the right to request additional information from proposers in order to make a thorough review and fair comparison of all proposals submitted. Failure to request additional information is not to be construed as an error on the part of the County.

### **3.19 Criteria**

The Leon County Board of County Commissioners (BCC) will determine the proposal(s) that is(are) in the best

interest of the County, or may decide not to further pursue any of the proposed properties. The following criteria, along with a narrative prepared by staff, will be forwarded to the BCC for consideration:

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### **3.19.1 Proposed Property Description**

- 3.19.1.1 Proposer completes Property Description Submittal Form (Section 4) and submits to Leon County as Exhibit #1, with Exhibits #2 through #14 and "A" through "D", in proper order (see Section 3.21), under a cover letter addressed to the Purchasing Director as noted in Section 3.12.
- 3.19.1.2 Using **Attachment #4** (*Property Description Worksheet*), Proposer enters section subtotals, from the Property Description Submittal Form, into columns "B" and "C," where designated as "Proposer Enters," and submits it as **Exhibit #11**, with the proposal. Point totals are obtained from the Proposer's response to each.

### **3.19.2 Property Exchange Value**

Exchange Value Calculated as Follows:  $A - B = C$ , where:

A = Full Price of the Proposed Property.

B = Appraised Value of the Tharpe St. property.

C = Final Exchange Value (the difference in value of the properties).

If the values of the Tharpe Street property and the full price of the Proposed Property differ, the Final Exchange Value will be paid by cash. Proposer Completes **Attachment #5** *Proposed Property Exchange Value Worksheet* and submits it as **Exhibit #12**.

### **3.19.3 Communications Network**

- 3.19.3.1 If data fiber is currently received and usable in the Building, Proposer is to complete **Attachment #6** *Communications Network Information Form*, and submit it as **Exhibit #13**. If no data fiber is currently received and usable, indicate "None Available" on **Attachment #6** and submit it as **Exhibit #13**.
- 3.19.3.2 Leon County will estimate the cost of readying the Building for a Leon County fiber network and relocating communication network(s) (voice and data) and related communications equipment costs.

## **3.20 Rejection of Proposals**

1. The County reserves the right to reject any and all proposals when such rejection is in the interest of the County.
2. If all proposals are rejected, the County reserves the right to change specifications as necessary and reinstate procedures for soliciting competitive proposals, to cease the process in its entirety, or to utilize another process to identify property.

## **3.21 Proposal Submission Check List (for Proposer's use)**

The following Exhibits have been completed, are properly labeled and are submitted as part of the proposal:

1. ☐ Completed Section 4—Proposed Property Description Submittal Form, and label as **Exhibit #1**.
2. ☐ A Copy of the Property Appraiser's Data Sheet (<http://dta.co.leon.fl.us/prop/search.cfm>) submitted as **Exhibit #2** reflecting the Proposed Property's Ownership, Legal Description, Street Address and General Description must be submitted with the Proposal. If the Property Appraiser's Data Sheet does not accurately reflect the ownership of the Proposed Property, the Proposer must also submit a valid copy of the Deed(s), Option to Purchase, or other such documentation that provides proof of the Proposer's legal right to convey marketable title to the Proposed Property at or before Closing.
3. ☐ Completed and Notarized *Owner's Certification Form* (**Attachment #1**), and label as **Exhibit #3**.
4. ☐ Map(s) of Acceptable Geographic Boundaries Indicating Proposed Property's Location on Map(s) (**Attachment #2**) and label as **Exhibit #4**.
5. ☐ Site Drawing of Proposed Property, and label as **Exhibit #5**.
6. ☐ Photographs of Proposed Property, and label as **Exhibit #6**.
7. ☐ Description of "All known occurrences of water remaining on the property and not properly running off." If "None," provide a statement to that effect. Label as **Exhibit #7**.
8. ☐ Copy(s) of all System Warranties in Effect. If "None," provide a statement to that effect. Label as **Exhibit #8**.
9. ☐ Completed *Energy Consumption Data Form* (**Attachment #3**), and label as **Exhibit #9**.

10. [ ] Floor Plan of Proposed Property's Building, and label as **Exhibit #10.**
11. [ ] Completed *Property Description Worksheet*, (**Attachment #4**) and label as **Exhibit #11.**
12. [ ] Completed *Proposed Property Exchange Value Form* (**Attachment #5**), and label as **Exhibit #12.**
13. [ ] Completed *Communications Network Information Form* (**Attachment #6**), and label as **Exhibit #13.**
14. [ ] Completed and Notarized *Sworn Statement under Section 287.133(3)(A), Florida Statutes, on Public Entity Crimes*, (**Attachment #8**) and label as **Exhibit #14.**

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**Other Items to be Submitted as Exhibits with Proposal:**

- A. [ ] Phase I Audit Report of Proposed Property, if available, and label as **Exhibit A.** If none available, provide a statement to that effect, label it and submit it as **Exhibit A.**
- B. [ ] Phase II Audit Report of Proposed Property, if available, and label as **Exhibit B.** If none available, provide a statement to that effect, label it and submit it as **Exhibit B.**
- C. [ ] Detailed Description of any Known Hazardous Materials and Available Abatement Reports of Proposed Property, and label as **Exhibit C.** If no known hazards exist and no abatement reports are available, provide a statement to that effect, label it and submit it as **Exhibit C.**
- D. [ ] Records of any Tenants, Including Lease Agreements for Space and Parking, if Proposed Property is Presently Occupied and will be Covered by Active Lease(s) on the County's Date of Occupancy. If none, provide a statement to that effect, label it and submit it as **Exhibit D.**

# Section 4 - Request for Property Proposals (RFPP) Proposed Property Description Submittal Form

## I. Identification and General Description

1.1 Property Offered:				
	Street Address	City	State	Zip
1.1.1 Acceptable Geographic Boundaries (refer to Attachment #2)	<input type="checkbox"/> Southern Strategy Area <input type="checkbox"/> Frenchtown/Front Porch Area <input type="checkbox"/> Enterprise Zone (check all that apply)			
1.1.2 Boundary Map(2)—Identify the Proposed Property on the appropriate boundary map(s) and submit as Exhibit #4				
1.2 Property Description:				
	Current Zoning	Lot's Dimensions (Frontage x Depth)	Lot's Square Ft.	Lot's Total Acres
1.2.1 Building(s)' Square Feet (see definitions):	Gross Square Feet: _____ Net Square Feet: _____ Non-Assignable Square Feet: _____ Net Assignable Square Feet: _____ Conditioned Square Feet: _____			
1.2.2 Number of Parking Spaces for the County's Exclusive Use:				
1.2.3 A Copy of the Property Appraiser's Data Sheet (< <a href="http://dta.co.leon.fl.us/prop/search.cfm">http://dta.co.leon.fl.us/prop/search.cfm</a> > submitted as Exhibit #2) reflecting the Proposed Property's Ownership, Legal Description, Street Address and General Description must be submitted with the Proposal. If the Property Appraiser's Data Sheet does not accurately reflect the ownership of the Proposed Property, the Proposer must also submit a valid copy of the Deed(s), Option to Purchase, or other such documentation that provides proof of the Proposer's legal right to convey marketable title to the Proposed Property at or before Closing.				
1.3 Owner(s) Name(s)				
	Last	First	MI	
1.3.1 Owner(s) Address:				
	Street Address	City	State	Zip
1.3.2 Owner(s) Contact:				
	Phone #	Fax #	E-Mail	

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1.4 Authorized Representative's Name (If the Property Appraiser's data sheet (described in 1.2.3. above) does not reflect the current Owner as identified in 1.3. above.):				
	Last	First	MI	
1.4.1 Authorized Representative's Address:				
	Street Address	City	State	Zip
1.4.2 Authorized Representative's Contact:				
	Phone #	Fax #	E-Mail	
1.5 Date Building(s) Constructed:				
1.6 Last Date at Least 80% of the Property's Assignable Office Space was Occupied by Full-Time Office/ Professional Staff:				

**Proposers—also include the following with your submittals:**

- 1.7 Owner's Certification Form: Complete Attachment #2 and submit with proposal as Exhibit #3.
- 1.8 Provide site drawing as Exhibit #5.
- 1.9 Provide clear (8" x 10"- photographs (color preferred), showing exterior front, sides and rear of the proposed facility (Attach Photos as Exhibit #6.)
- 1.10 On a separate sheet of paper, describe all known occurrences of water remaining on the property and not properly running off and attach as Exhibit #7 with proposal. If none, write "None" on a separate sheet and submit as Exhibit #7 with proposal.
- 1.11 Provide a copy of all system warranties in effect as Exhibit #8. If none, write "None" on a separate sheet of paper and submit as Exhibit #8 with proposal.
- 1.12 Provide energy consumption data (Attachment #3) as Exhibit #9.
- 1.13 Provide a copy of the building's floor plan as Exhibit #10.

**Instructions for Completing Sections II Through VII:** For each factor, indicate the response that most accurately describes the Proposed Property by entering an "X" in the appropriate box ( [ ] ). Subtotal points for each Section.

**II. Accessibility**

Accessibility standards (Florida Building Code) can be found online at: [http://www.sbcci.org/Florida\\_Building\\_Code/changed/ch-11/Sec%2011-4.pdf](http://www.sbcci.org/Florida_Building_Code/changed/ch-11/Sec%2011-4.pdf) The Florida Building Code in its entirety can be found online at: <http://www.sbcci.org/floridacodes.htm>. Road classifications can be obtained by calling the City of Tallahassee Engineering Department at (850) 891-8234

2.1 Property Entrance Location is on a road classified as:	Local Road [ ] 1	Minor Collector [ ] 2	Principal Arterial [ ] 3	Major Collector [ ] 4	Minor Arterial [ ] 5
2.2 Identify Nearest Principal Arterial Road in space below:					

2.3 Distance to Nearest Principal Arterial Road:	Property Entrance Equal to or Greater Than One (1) Mile from Principal Arterial Road [ ] 1	Property Entrance Greater Than 0.5 Miles But Less Than One (1) Mile from Principal Arterial Road [ ] 2	Property Entrance Less Than 0.5 Miles from Principal Arterial Road [ ] 3
2.4 Distance to Nearest TalTran Bus Stop:	Greater than 600 Ft. or no service [ ] 1	Greater than 200 Ft. and no Greater than 600 ft. (.11 miles) [ ] 2	No more than 200 Ft. (.038 miles) [ ] 3
2.5 Number of Exclusive Use Disabled Only Parking Spaces.	Less Than Four (4) Spaces [ ] 1	Four (4) to Five (5) Spaces [ ] 2	More than Five (5) Spaces [ ] 3
2.6 Proposed Property Meets Accessibility Route Criteria for the Disabled—other than the Parking Requirements addressed in Section 2.5 above.	No; Does Not Meet Current Code [ ] 1		Yes; Meets Current Code [ ] 3
2.7 Whether the Proposed Property is Accessible to the Disabled from Public Sidewalk.	Property Not Accessible From Public Sidewalk Along Roadway [ ] 1	Property Entrance Accessible From Public Sidewalk Along Roadway, but No ADA Compliant Curb Cuts [ ] 2	Property Entrance Accessible From Public Sidewalk Along Roadway with ADA Compliant Curb Cuts [ ] 3
2.8 Number of bathrooms accessible to the disabled*.	One unisex bathroom per floor [ ] 1	More than one unisex bathroom per floor or more than one gender specific bathroom per floor [ ] 2	All bathrooms accessible to the disabled. [ ] 3
2.9 Whether Public Corridors in the Building are accessible to the physically disabled*.	One corridor is accessible [ ] 1	More than one corridor is accessible [ ] 2	All corridors accessible to the disabled [ ] 3
2.10 Whether Water Fountains in the Proposed Property are accessible to the physically disabled*.	One accessible fountain per floor [ ] 1	More than one accessible fountain per floor [ ] 2	All fountains accessible to the disabled [ ] 3
2.11 Whether Signage in the Proposed Property is accessible to the physically disabled*.	Signage is not accessible or there is limited/no signage in accessible routes only [ ] 1	Some signage is accessible [ ] 2	All signage in building is accessible [ ] 3

\*As defined in the current Florida Building Code.

Section II Point Total: \_\_\_\_\_

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### III. Site and Layout

3.1 Proposed Property's proximity to 100-Year Floodplain--Property is located: (Floodplain maps <a href="http://www.co.leon.fl.us/special/flood/index.asp">http://www.co.leon.fl.us/special/flood/index.asp</a> )	Floodplain located at--All improved property, including building and all parking, is located outside of the 1% per year occurrence level (100-Year Floodplain), however, some unimproved space is within the 100-Year Floodplain [ ] 1		All Proposed Property is located outside of the 1% per year occurrence level (100-Year Floodplain) [ ] 3
3.2 Building space is:	In More Than One Contiguous Space [ ] 1		All In One Contiguous Space [ ] 3
3.3 Number of Floors in building:	All Located within More Than Two Levels; or Located In Two Levels With a Non-ADA Compliant Elevator [ ] 1	Some or all is Located within Two Levels, all of which is Accessible by an ADA Compliant Elevator [ ] 2	All Located within One Level [ ] 3
3.4 Proximity of building's exterior bearing walls to other exterior bearing walls:	Horizontal separation 0-10 feet [ ] 1	Horizontal separation over 10 feet to 30 feet [ ] 2	Horizontal separation greater than 30 feet [ ] 3
3.5 Building Size - Gross Square Feet (GSF) (see definitions):	25,000-28,500 GSF [ ] 1	28,501-31,500 GSF [ ] 2	31,501-35,000 GSF [ ] 3
3.6 Building Size - Net Square Feet (NSF) (see definitions):	22,500-25,650 NSF [ ] 1	25,651 - 28,350 NSF [ ] 2	28,351+ NSF [ ] 3
3.7 Parking Ratio (building(s) GSF/number of parking spaces for the County's exclusive use):	Parking ratio of greater than 1:275 GSF [ ] 1	Parking ratio of 1:250 GSF to 1:275 [ ] 2	Parking ratio of 1:250 GSF or less [ ] 3
3.8 Approximate % of lot that consists of Pervious/Open Space	Less than 10% [ ] 1	10% - 20% [ ] 2	20+% [ ] 3
3.9 Number of inches building is located above surrounding ground	At-grade [ ] 1	Six (6) inches to one (1) foot [ ] 2	More than one (1) foot [ ] 3

Section III Point Total: \_\_\_\_\_

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#### IV. Major System Components and System Warranties Still in Effect

(Provide a copy of all warranties still in effect as **Exhibit #8**)

4.1 Site Utilities	32+ yrs. [ ] 1	24+ to 32 yrs. [ ] 2	16+ to 24 yrs. [ ] 3	8+ to 16 yrs. [ ] 4	up to 8 yrs. [ ] 5
4.2 Exterior Windows	24+ yrs. [ ] 1	18+ to 24 yrs. [ ] 2	12+ to 18 yrs. [ ] 3	6+ to 12 yrs. [ ] 4	up to 6 yrs. [ ] 5
4.3 Roof System	16+ yrs. [ ] 1	12+ to 16 yrs. [ ] 2	8+ to 12 yrs. [ ] 3	4+ to 8 yrs. [ ] 4	up to 4 yrs. [ ] 5
4.4 Automated Fire Protection/ Suppression System	24+ yrs. [ ] 1	18+ to 24 yrs. [ ] 2	12+ to 18 yrs. [ ] 3	6+ to 12 yrs. [ ] 4	up to 6 yrs. [ ] 5
4.5 Plumbing Piping	24+ yrs. [ ] 1	18+ to 24 yrs. [ ] 2	12+ to 18 yrs. [ ] 3	6+ to 12 yrs. [ ] 4	up to 6 yrs. [ ] 5
4.6 Plumbing Fixtures	24+ yrs. [ ] 1	18+ to 24 yrs. [ ] 2	12+ to 18 yrs. [ ] 3	6+ to 12 yrs. [ ] 4	up to 6 yrs. [ ] 5
4.7 HVAC Distribution	32+ yrs. [ ] 1	24+ to 32 yrs. [ ] 2	16+ to 24 yrs. [ ] 3	8+ to 16 yrs. [ ] 4	up to 8 yrs. [ ] 5
4.8 HVAC Equipment	24+ yrs. [ ] 1	18+ to 24 yrs. [ ] 2	12+ to 18 yrs. [ ] 3	6+ to 12 yrs. [ ] 4	up to 6 yrs. [ ] 5
4.9 HVAC Controls	16+ yrs. [ ] 1	12+ to 16 yrs. [ ] 2	8+ to 12 yrs. [ ] 3	4+ to 8 yrs. [ ] 4	up to 4 yrs. [ ] 5
4.10 UPS	7-10+ yrs. or none [ ] 1	5+ to 7 yrs. [ ] 2	3+ to 5 yrs. [ ] 3	1+ to 3 yrs. [ ] 4	up to 1 yr. [ ] 5
4.11 Backup Generator	None [ ] 1	30+ yrs. [ ] 2	20+ to 30 yrs. [ ] 3	10+ to 20 yrs. [ ] 4	up to 10 yrs. [ ] 5
4.12 Central Energy Management System with Central Monitoring	10+ yrs. [ ] 1	7+ to 10 yrs. [ ] 2	4+ to 7 yrs. [ ] 3	2+ to 4 yrs. [ ] 4	up to 2 yrs. [ ] 5
4.13 Electrical Service	32+ yrs. [ ] 1	24+ to 32 yrs. [ ] 2	16+ to 24 yrs. [ ] 3	8+ to 16 yrs. [ ] 4	up to 8 yrs. [ ] 5
4.14 Electrical Distribution	40+ yrs. [ ] 1	30+ to 40 yrs. [ ] 2	20+ to 30 yrs. [ ] 3	10+ to 20 yrs. [ ] 4	up to 10 yrs. [ ] 5
4.15 Electrical Lighting	20+ yrs. [ ] 1	15+ to 20 yrs. [ ] 2	10+ to 15 yrs. [ ] 3	5+ to 10 yrs. [ ] 4	up to 5 yrs. [ ] 5

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4.16 Building Network Wiring	12 + yrs. or building not totally wired for computer network [ ] 1	9+ yrs. [ ] 2	6+ to 9 yrs. [ ] 3	3+ to 6 yrs. [ ] 4	up to 3 yrs. [ ] 5
4.17 Overlay Asphalt Parking Lot	8+ yrs. [ ] 1	6+ yrs. to 8 yrs. [ ] 2	4+ to 6 yrs. [ ] 3	2+ to 4 yrs. [ ] 4	up to 2 yrs. [ ] 5
4.18 Roof Warranty – Remaining Warranty Period	0 to 5 yrs. [ ] 1	More than 5 yrs. to 10 yrs. [ ] 2	More than 10 yrs. to 15 yrs. [ ] 3	More than 15 yrs. to 20 yrs. [ ] 4	More than 20 yrs. [ ] 5
4.19 HVAC Warranty – Remaining Warranty Period	0 to 5 yrs. [ ] 1	More than 5 yrs. to 10 yrs. [ ] 2	More than 10 yrs. to 15 yrs. [ ] 3	More than 15 yrs. to 20 yrs. [ ] 4	More than 20 yrs. [ ] 5
4.20 Elevator Warranty (must be on all warranties) – Enter "NA" if property has no elevators	0 to 5 yrs. [ ] 1	More than 5 yrs. to 10 yrs. [ ] 2	More than 10 yrs. to 15 yrs. [ ] 3	More than 15 yrs. to 20 yrs. [ ] 4	More than 20 yrs. [ ] 5

Section IV Point Total: \_\_\_\_\_

#### V. Quality of Major System Components

5.1 Roofing Material	Lapped Fiberglass [ ] 1	Single Ply Built-up [ ] 2	Multi-ply Build-up [ ] 3	EPDM [ ] 4	Metal [ ] 5
5.2 Design & General Construction	Building design is devoid of any architectural detail and was constructed at the lowest possible cost but met minimum codes when built [ ] 1	Building built from stock plans. No architectural treatment. Moderately attractive. Constructed with average quality materials and workmanship [ ] 2	Building was contractor designed. Moderate architectural treatment. Architecturally attractive. Constructed with good quality materials and workmanship [ ] 3	Building was architecturally designed. Moderate architectural treatment. Building is architecturally attractive. Built of superior materials and workmanship [ ] 4	Building was architecturally designed. Building has extensive architectural treatments. Building is architecturally attractive and was custom built of the best quality materials and workmanship [ ] 5
5.3 Lighting & Plumbing	Minimal of low quality [ ] 1	Moderate quality [ ] 2	Standard quality [ ] 3	High quality [ ] 4	Best quality with well designed layouts [ ] 5
5.4 Climate Control System	Zoned/Thermostat only [ ] 1	Multi-zoned/Thermostat [ ] 2	Independent EM of AHU [ ] 3	Local Area Network EM Capability [ ] 4	Fully Computerized EM System with Remote Capability [ ] 5



<p>5.8 Telecommunications Rooms:</p>	<p>Does not meet the other standards described.</p> <p>[ ] 1</p>	<p>Each building has a Communication Equipment Room, with a minimum dimension of 10' x 10', to house building systems such as telecommunications, data network equipment, lightning protection, fiber optic cable terminations, etc. Each floor of each building has a at least one Communications Closet (CC) that serves as an intermediate connecting point for the building's horizontal and vertical cabling and information system. CC's do not house HVAC, plumbing, electrical power, or other equipment. HVAC service is provided to CC's to maintain a temperature range of 65 to 85 degrees Fahrenheit and relative humidity of 50% 24 hours per day, 7 days per week. CC's are 8' x 10' or greater in size.</p> <p>[ ] 2</p>	<p>Each building has a Communication Equipment Room, with a minimum dimension of 12' x 12', to house building systems such as telecommunications, data network equipment, lightning protection, fiber optic cable terminations, etc. Each floor of each building has a at least one Communications Closet (CC) that serves as an intermediate connecting point for the building's horizontal and vertical cabling and information system. CC's do not house HVAC, plumbing, electrical power, or other equipment. HVAC service is provided to CC's to maintain a temperature range of 65 to 85 degrees Fahrenheit and relative humidity of 50% 24 hours per day, 7 days per week. CC's are 10' x 10' or greater in size.</p> <p>[ ] 3</p>	<p>Each building has a Communication Equipment Room, with a minimum dimension of 10' x 10', to house building systems such as telecommunications, data network equipment, lightning protection, fiber optic cable terminations, etc. Each floor of each building has a at least one Communications Closet (CC) that serves as an intermediate connecting point for the building's horizontal and vertical cabling and information system. Sufficient CC's are on each floor so that each CC does not serve more than approx. 10,000 SF of space. CC's do not house HVAC, plumbing, electrical power, or other equipment. HVAC service is provided to CC's to maintain a temperature range of 65 to 85 degrees Fahrenheit and relative humidity of 50% 24 hours per day, 7 days per week. CC's are 8' x 10' or greater in size.</p> <p>[ ] 4</p>	<p>Each building has a Communication Equipment Room, with a minimum dimension of 12' x 12', to house building systems such as telecommunications, data network equipment, lightning protection, fiber optic cable terminations, etc. Each floor of each building has a at least one Communications Closet (CC) that serves as an intermediate connecting point for the building's horizontal and vertical cabling and information system. Sufficient CC's are on each floor so that each CC does not serve more than approx. 10,000 SF of space. CC's do not house HVAC, plumbing, electrical power, or other equipment. HVAC service is provided to CC's to maintain a temperature range of 65 to 85 degrees Fahrenheit and relative humidity of 50% 24 hours per day, 7 days per week. CC's are 10' x 10' or greater in size.</p> <p>[ ] 5</p>
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5.9 Inside Cable Plant Wiring and Raceways, Horizontal Cables:	Does not meet the other standards described.	80% - 90% of assignable space in the building is installed with horizontal cabling that consists of a multiple of Enhanced Category 5 drops and/or RG6 coaxial CATV drops. All cables are installed and neatly dressed in cable trays and j-hooks. All horizontal cable is run above ceilings and properly supported with hangers approximately 4' on center. Hangers are attached to the building structure, not to ceiling grid, support wires, conduits, duct work, piping or any other system component.	80% - 90% of assignable space in the building is installed with horizontal cabling that consists of a multiple of Category 6 drops and/or RG6 coaxial CATV drops. All cables are installed and neatly dressed in cable trays and j-hooks. All horizontal cable is run above ceilings and properly supported with hangers approximately 4' on center. Hangers are attached to the building structure, not to ceiling grid, support wires, conduits, duct work, piping or any other system component.	90% - 100% of assignable space in the building is installed with horizontal cabling that consists of a multiple of Enhanced Category 5 drops and/or RG6 coaxial CATV drops. All cables are installed and neatly dressed in cable trays and j-hooks. All horizontal cable is run above ceilings and properly supported with hangers approximately 4' on center. Hangers are attached to the building structure, not to ceiling grid, support wires, conduits, duct work, piping or any other system component.	90% - 100% of assignable space in the building is installed with horizontal cabling that consists of a multiple of Category 6 drops and/or RG6 coaxial CATV drops. All cables are installed and neatly dressed in cable trays and j-hooks. All horizontal cable is run above ceilings and properly supported with hangers approximately 4' on center. Hangers are attached to the building structure, not to ceiling grid, support wires, conduits, duct work, piping or any other system component.
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Section V Point Total: \_\_\_\_\_

## VI. Life / Safety

6.1 Parking Location	Some or All of the Parking is Located under the Building, or is accessible only by crossing a roadway or another's property <input type="checkbox"/> 1	Some or All of the Parking is in a Parking Garage that is Located Contiguous with, but not under, the Building (parking is accessible without crossing a roadway or another's property) <input type="checkbox"/> 2	All Parking is Ground Level and Located Contiguous with the Building (parking is accessible without crossing a roadway or another's property) <input type="checkbox"/> 3
6.2 Existing Building Security	No Access Management <input type="checkbox"/> 1	Exterior doors only <input type="checkbox"/> 2	Fully integrated AM system throughout building <input type="checkbox"/> 3
6.3 Exterior Lighting, and Parking Security	None or poor <input type="checkbox"/> 1	Moderate or some <input type="checkbox"/> 2	Well lit, including parking area <input type="checkbox"/> 3
6.4 Fire Suppression System throughout building's conditioned space:	Some or None <input type="checkbox"/> 1	All conditioned space is sprinklered but not current Fire Code compliant <input type="checkbox"/> 2	All conditioned space is sprinklered and current Fire Code compliant <input type="checkbox"/> 3
6.5 ISO Rating (gpm=gallons per minute) (Contact your water provider to find out your ISO rating)	8-10 ( $\leq 250$ gpm/2 hrs.) <input type="checkbox"/> 1	4-8 (500-1,000 gpm) <input type="checkbox"/> 2	<4 (> 1,000 gpm) <input type="checkbox"/> 3

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6.6 Fire Monitoring throughout building's conditioned space:	None or manual [ ] 1	Zoned fire monitoring with annunciator panel throughout conditioned space [ ] 2	Fully integrated Fire Monitoring System with in-duct detectors and addressable heads throughout conditioned space [ ] 3
6.7 Parking Security	Little or no lighting and/or visibility of parking area obstructed [ ] 1	Adequate lighting and/or visibility of parking area adequate (little to no obstructions) [ ] 2	Parking area is well lighted and clearly visible (no obstructions) [ ] 3

Section VI Point Total: \_\_\_\_\_

#### VII. Energy Conservation

7.1 SEER Rating on HVAC System	5-9 [ ] 1	10-14 [ ] 2	15-19 [ ] 3	20+ [ ] 4
7.2 Thermal Insulated Window Panes	None [ ] 1	Partial (< 50%) [ ] 2	Partial (> 50%) [ ] 3	All [ ] 4

Section VII Subtotal: \_\_\_\_\_

Proposer:

- 7.3 Complete *Energy Consumption Data* form (**Attachment #3**) as **Exhibit #9**. Leon County will award points based on the spread of annual BTU usage per assignable square foot among proposed properties. The spread of annual BTU usage per assignable square foot will be divided into four equal ranges, and numbered from the lowest usage quadrant (Quadrant #1) to the highest usage quadrant (Quadrant #4). Proposals in Quadrant #1 receive four (4) points; proposals in Quadrant #2 receive three (3) points; proposals in Quadrant #3 receive two (2) points; and proposals in Quadrant #4 receive one (1) point.

For County Use Only
Section VII Point Total (Completed by Leon County)
Grand Total All Sections (Weighted and Completed by Leon County)

**Owner's Certification**  
**Part I - Owner's Information**

I/We, \_\_\_\_\_, certify that I/We am/are the Owner(s) of the Proposed Property.

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_  
Number Street City/State/Zip

Owner's Phone No.: (\_\_\_\_) \_\_\_\_\_ Email Address (optional): \_\_\_\_\_

I/We \_\_\_\_\_, give \_\_\_\_\_  
Owner(s)' Name(s) Authorized Representative(s)' Name(s)

the right to act on my/our behalf regarding the negotiation and sale of the Proposed Property.

\_\_\_\_\_  
Owner(s)' Signature(s)

\_\_\_\_\_  
Date

**Notary Public**

State of \_\_\_\_\_ County of \_\_\_\_\_

(Check one of the three following options.)

1. ☐ For an individual acting in his or her own right; or  
 Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
 \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_  
(Name of Owner(s)) (Type of identification presented)  
 as identification.

2. ☐ For Corporation; or  
 Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
 \_\_\_\_\_ of \_\_\_\_\_  
(Name and Title of Authorized Representative Acknowledging) (Name of Corporation)  
 a \_\_\_\_\_ corporation, on behalf of the corporation. He or she is personally known to me or has  
 produced \_\_\_\_\_ as identification.  
(Type of identification presented)

3. ☐ For Partnership:  
 Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
 \_\_\_\_\_ of \_\_\_\_\_  
(Name and Title of Authorized Representative Acknowledging) (Name of Partnership)  
 He or she is personally known to me or has produced \_\_\_\_\_ as identification.  
(Type of identification presented)

\_\_\_\_\_  
 (Signature of Notary)

\_\_\_\_\_  
 (Print, Type or Stamp Name of Notary)

\_\_\_\_\_  
 (Title or Rank)

\_\_\_\_\_  
 (Serial No., if any)



**Owner's Certification**  
**Part II - Authorized Representative's Information**

Authorized Representative's Name: \_\_\_\_\_

Authorized Representative's Address: \_\_\_\_\_  
Number Street City/State/Zip

Authorized Representative's Phone No.: ( ) Email Address (optional): \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative's Signature Date

**Notary Public**

State of \_\_\_\_\_, County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_  
(Name of Authorized Representative(s)) (Type of identification presented)

as identification.

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_  
(Print, Type or Stamp Name of Notary)

\_\_\_\_\_  
(Title or Rank)

\_\_\_\_\_  
(Serial No., if any)

**Owner's Certification**  
**Part III - Owner/Authorized Representative Disclosure**

Complete and sign one of the following statements, which accurately indicates the Owner's and Authorized Representative's knowledge of the property:

1. I know of no conditions, other than what have been described herein, that could materially affect the value of the Proposed Property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Other than the conditions that have been described herein above, I know of no conditions that could materially affect the value of the Proposed Property other than as follows: (describe any such conditions below)

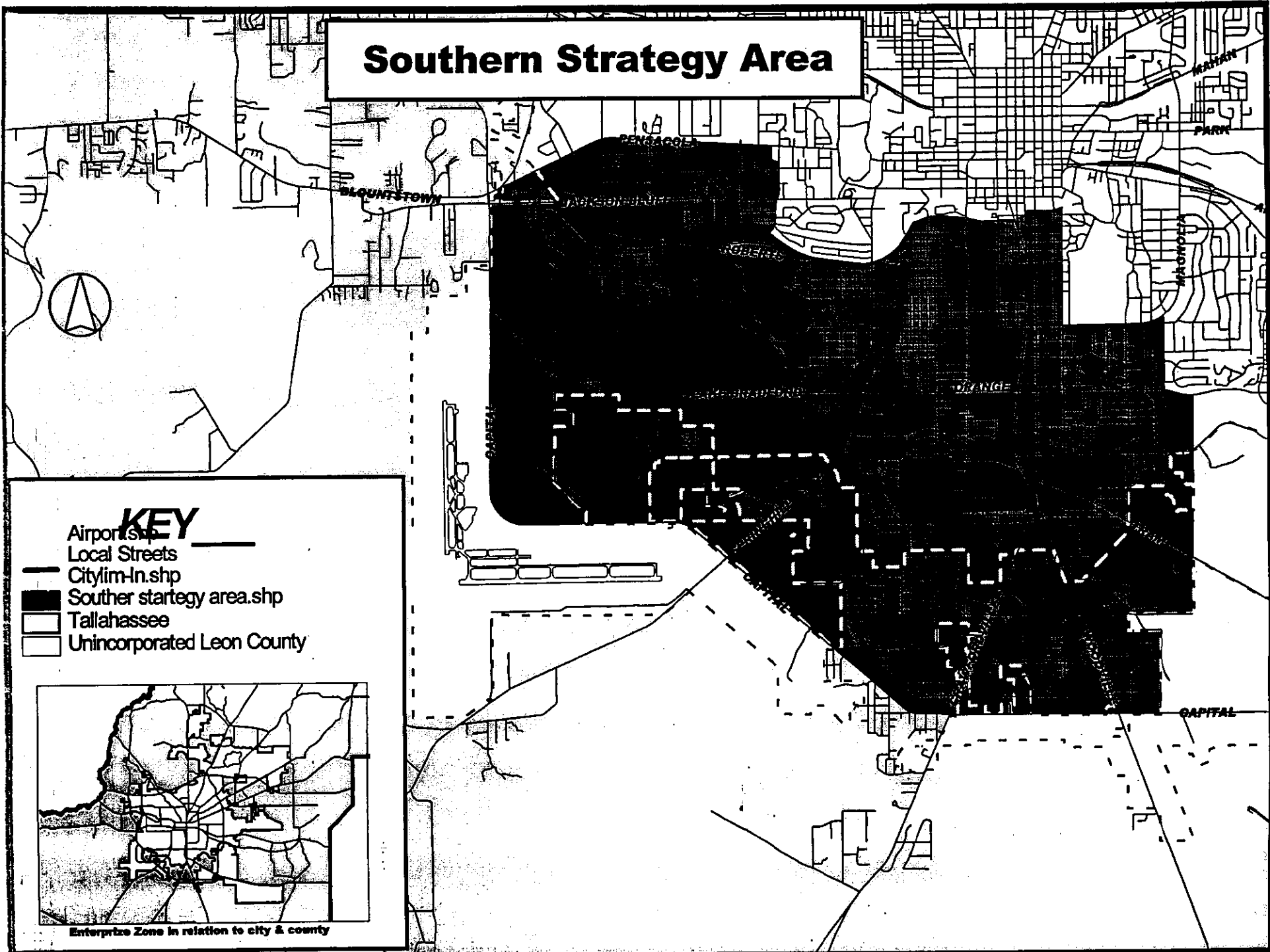
A. Conditions disclosed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(attach additional sheet if necessary)

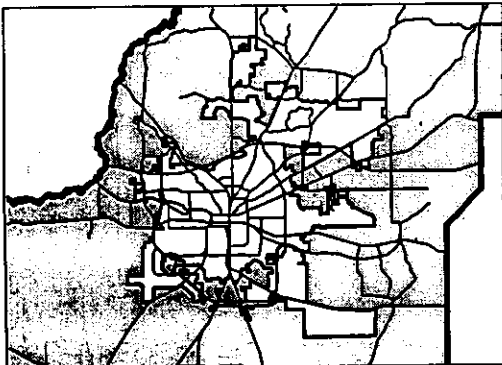
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Southern Strategy Area



## KEY

- Airport.shp
- Local Streets
- Citylim-In.shp
- Souther startegy area.shp
- Tallahassee
- Unincorporated Leon County



Enterprise Zone in relation to city & county

# Frenchtown Front Porch Area

INTERSTATE 10

HARTSFIELD

THARPE

OLD BAINBRIDGE

MONROE

COLORADO

10TH







BROOKHURST

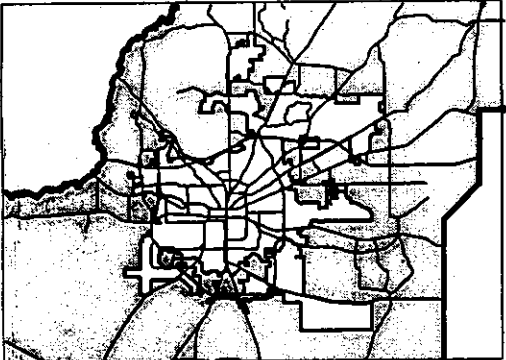
TENNESSEE

TENNESSEE

LA

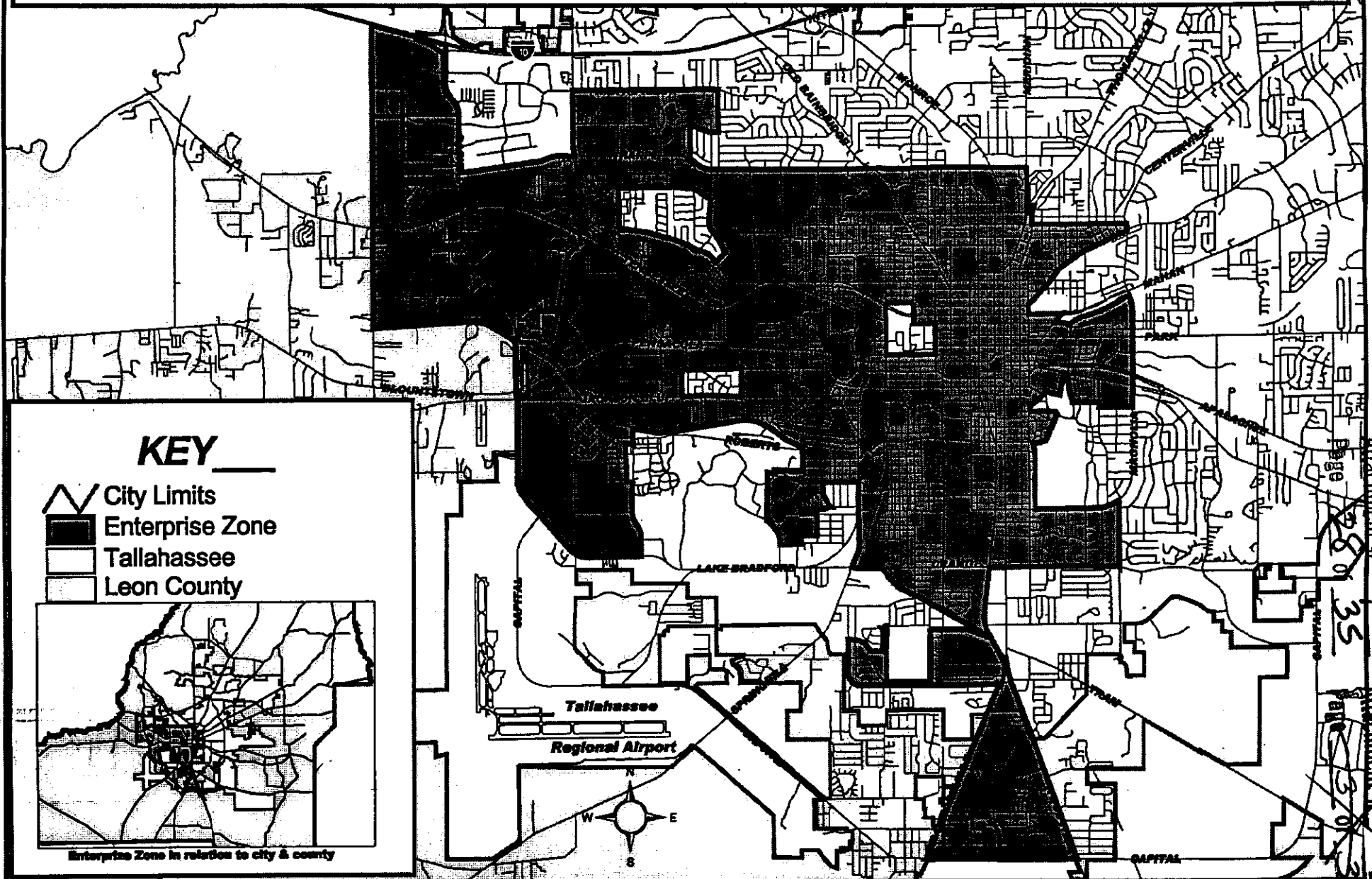
## KEY

-  Airport.shp
-  Local Streets
-  City Limits.shp
-  Frenchtown front porch area.shp
-  Tallahassee
-  Unincorporated Leon County



Enterprise Zone in relation to city & county

# Tallahassee / Leon County Enterprise Zone



### Energy Consumption Data

To identify the energy consumption rate per assignable square foot, an Excel spreadsheet has been developed for the Proposers' use. If a Proposer does not use Excel, Leon County will prepare the Energy Consumption Data for the Proposer upon receipt of the necessary data from the Proposer. If the Proposer seeks Leon County to prepare the Energy Consumption Data, they must submit the request and usage information by the deadline date for written questions (refer to the Timetable). Leon County will return the consumption report to the Proposer prior to the proposal submission deadline.

To complete the report, Proposers are required to identify the last twelve consecutive months in which the Proposed Property was fully occupied (which is defined as 80+% of the assignable space occupied by full-time professional or office staff). Then, for each of those twelve months, the Proposer needs to identify the total Kilowatts (kWh) of electricity used and/or the cubic feet (cf) of natural gas used in the Proposed Property. The Excel spreadsheet will total the usage and convert the measurements to British Thermal Units (BTUs) for a consistent point of comparison. A copy of the Excel spreadsheet is on the following page.

**Energy Consumption Survey:** Fill in as many of the shaded boxes as your energy bill(s) delineate, so that all energy sources are recorded. Only complete the shaded boxes; the remainder is calculated by Excel formulas.

1.0 Location: \_\_\_\_\_

2.0 Enter the total Assignable Square Feet within the Building (refer to definitions): \_\_\_\_\_

3.0 Enter the most recent 12 consecutive months when proposed property's assignable office space was at least 80% occupied by full-time office/professional staff (the months will be automatically entered into Table I).

3.1 Beginning Month/Year (format mm/yyyy, such as 01/2002 for January, 2002) \_\_\_\_\_

3.2 Ending Month/Year (formula entry) **January-03**

4.0 In Table I, record all energy utilized at the proposed property for the 12-month period (#3 above). If there was more than one meter/account used for the proposed property, enter the total energy use recorded on all meters/accounts.

4.1 Electric Usage - In Column B, record Kilowatt (kWh) of electricity used for each of the 12-months listed in Column A. Btu usage will be generated by formula. Enter meter/account identification.

4.2 Natural Gas Usage -- In Column C, if natural gas usage was measured in therms (100 CF), record number of therms of natural gas used for each of the 12-months listed in Column A. Btu usage will be generated by formula. Enter meter/account identification.

4.3 Natural Gas Usage -- In Column D, if natural gas usage was measured in cubic feet (CF), record number of CF of natural gas used for each of the 12-months listed in Column A. Btu usage will be generated by formula. Enter meter/account identification.

Table I, Annual Btu Energy Consumption/Assignable Square Foot				
A	B	C	D	E
Month/Year (formula entry)	Electric Use (1kWh = 3,413 Btu) kWh	Natural Gas Use (therms) (1 therm = 100 cf = 100,000 Btu) Natural Gas Terms (100 CF)	Natural Gas Use (CF) (1 cubic foot (cf) = 1,030 Btu) Natural Gas (CF)	Total Btu Usage (formula entry)
February-02				-
March-02				-
April-02				-
May-02				-
June-02				-
July-02				-
August-02				-
September-02				-
October-02				-
November-02				-
December-02				-
January-03				-
Total	-	-	-	-
Total Assignable SF (formula entry)				0
Btu/Assignable SF				#DIV/0!
Electric Meter(s)/Account Information		Natural Gas Meters/Account Information		
Supplier:	City of Tallahassee			
Meter(s)/Acct. #(s):				

Notes:	Btu Conversion
Natural Gas (therms)	100,000
Natural Gas (CF)	1,030
No. 2 Oil (gal)	138,690
Propane (gal)	95,500

Property Description Worksheet

Proposed Property Description	RFPP Maximum Points	A = Proposal Points From Section Totals	Item Weight	B = Weight Factor	C = A x B = Weighted Value
Section I - Identification and General Description - Considers non-numeric features of the Proposed Property.					
Section II - Accessibility - Considers the degree to which the Proposed Property is accessible to the public. Consideration is given to access by several modes of transportation, including personal vehicle and public transit, and accessibility by the physically disabled.	32	Proposer Enters: _____	10%	0.313	Proposer Enters: _____
Section III - Site and Layout - Considers the size of the building, general layout, amount of parking, separation of exterior bearing walls—a fire safety issue—and potential flooding.	27	Proposer Enters: _____	30%	1.111	Proposer Enters: _____
Section IV - Major System Components - Considers the age and warranty status of major system components.	100	Proposer Enters: _____	20%	0.20	Proposer Enters: _____
Section V - Quality of Major System Components - Considers the quality of major system components.	45	Proposer Enters: _____	20%	0.444	Proposer Enters: _____
Section VI - Life/Safety - Considers various life/safety factors that will potentially impact future renovation costs.	21	Proposer Enters: _____	10%	0.477	Proposer Enters: _____
Section VII - Energy Conservation - Considers conservation features and energy consumption rates.	8	Proposer Enters: _____	7%	0.875	Proposer Enters: _____
Section II-VII Subtotal:	233				Proposer Enters Sum: (97 Pts. Max.) _____
Energy Consumption per Assignable Square Foot (Determined From Energy Consumption Calculation Form)	4	County Enters: _____	3%	0.752	County Enters: (3 Pts. Max) _____
TOTAL (Sum of Proposer and County Entries):	237		100%		County Enters Total: (100 Pts. Max) _____

1.

Full Price of the Proposed Property

A. \$ \_\_\_\_\_  
(Proposer Enters)
2.

\*Estimated Tharpe St. Property Value

B.\$ 1,100,000.00
3.

Value Difference (A-B = C)

C.\$ \_\_\_\_\_  
(Proposer Enters)
4.

Total GSF: \_\_\_\_\_ Value Difference/GSF = \$ \_\_\_\_\_ /GSF
5.

Total NSF: \_\_\_\_\_ Value Difference/NSF = \$ \_\_\_\_\_ /NSF
6.

Total NASF: \_\_\_\_\_ Value Difference/NASF = \$ \_\_\_\_\_ /NASF

- \* The Tharpe Street property value of \$1.1 million is based on a single proposal, and is an estimate only. Prior to exchanging properties, the County will update this appraisal and obtain a second independent appraisal. The average of the two appraised values will be the Tharpe Street Property Value of any property exchange. By submitting a proposal in response to this RFPP, the Proposer agrees: (1) to accept the Tharpe Street Property Value in full as payment toward the Proposed Property's full price; (2) to provide Leon County temporary access easement to the Tharpe Street Property, at no cost, if access is needed for Leon County improvements to the Tharpe Street Corridor; (3) to allow GEM's offices to continue their operations in the Tharpe Street Property, at no cost to Leon County, for 30 calendar days after renovations required by Leon County have been completed in the Proposed Property, and 30 calendar days after a *Certificate of Occupancy* for Leon County in the Proposed Property has been obtained (Leon County would continue paying its operating costs in the Tharpe Street property until it vacates the Tharpe Street property).



**Communications Network Information**

Fiber Provider: \_\_\_\_\_

Monthly Fiber Access Charge: \_\_\_\_\_

# Strands: \_\_\_\_\_ # Dark Strands: \_\_\_\_\_

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If data fiber is not currently received and/or is not usable in the Building, Proposer is to complete the following:

Location of Nearest Fiber Demarc: \_\_\_\_\_

Distance Between Nearest Fiber Demarc and Building: \_\_\_\_\_

Fiber Owner (for Nearest Demarc): \_\_\_\_\_

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Leon County Board of County Commissioners

by \_\_\_\_\_  
[print individual's name and title]

for \_\_\_\_\_  
[print name of entity submitting sworn statement]

whose business address is:

\_\_\_\_\_

\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime: or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

- \_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- \_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- \_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However there has been a subsequent proceeding before a hearing a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
(signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally known \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

OR Produced identification \_\_\_\_\_

Notary Public - State of \_\_\_\_\_

\_\_\_\_\_  
(Type of identification)

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Printed, typed, or stamped  
commissioned name of notary public

Form PUR 7068 (Rev 06/11/92)